

U.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 11-133

OPEN TO: All Interested Candidates
POSITION: **Chauffeur (Security)**, FSN-4, FP-AA*
POSITION NO: N-52755
WORK HOURS: Full-time; 48 hours/week

OPENING DATE: August 11, 2011
CLOSING DATE: August 24, 2011

*Not-Ordinarily Resident: US\$ 24,518 p.a. (Starting salary)
(Position Grade: FP-AA to be confirmed by Washington)
*Ordinarily Resident: Rs.517, 374 p.a. (Starting salary)
(Position Grade: FSN-4)
(Position Grade: FSN-4, Trainee Grade FSN-3, Rs.450, 457 (Starting Salary) will be given until meeting full requirements of the position description)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of Chauffeur (Security) with the Marine Security Guard Detachment.

BASIC FUNCTION OF POSITION:

The incumbent drives fully armored and partially armored motor pool vehicles for STATE Department personnel and personnel of ICASS participating agencies as required by the Motor Pool Supervisor or Dispatcher. Special training is required and performance is frequently and critically monitored. Only those so qualified may drive FAV/PAV units with American citizen passengers.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Completion of at least 8th grade is required.
2. **EXPERIENCE:** Minimum three years of experience as a Chauffeur with safe driving record is required.
3. **LANGUAGE:** Level III (good working knowledge) Speaking/Reading/Writing in English and Level III (good working knowledge) Speaking/Reading/Writing in Urdu are required. This may be tested.
4. **KNOWLEDGE:** Must be thoroughly familiar with Karachi streets, traffic regulations and local traffic patterns and all alternate routes to/from most highly used destinations. Must be aware of the security situation throughout Karachi as to how it would impact transportation and safety.
5. **ABILITIES & SKILLS:** Must possess a valid HTV Pakistani driver's license for passenger vehicles and light and heavy weight truck vehicles. Must pass initial and recurrent training classes administered by security personnel in techniques used in driving in a hostile high security risk post.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Post Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U.S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employment clearances (if selected) or relocating for joining.
9. The selected candidate is required to pass a yearly medical test and driver training in order to be considered for an extension to the contract. Failing either of these tests may result in removal from driver duties.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope.

Applications can also be submitted by email at HROIslamabad@state.gov. While submitting through email, the Vacancy Announcement Number (e.g. 10-45) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

**Human Resources Office, U.S. Embassy Islamabad
P.O. Box 1048, GPO, Islamabad.**

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 24, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.